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21 March 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Chief, FBIS
SUBJECT: Letter of Instruction - Part I

GENERAL

1. The Austrian Bureau will vacate its offices [redacted] in Vienna in the near future and occupy substantial leased quarters in a residential area of the city.
2. The daily "Pink Sheet" of significant foreign reportage, which appears in the Daily Report, is now being filed Monday through Friday to all FBIS bureaus for the information of bureau personnel and for distribution where applicable to senior local American officials. This service has met with a generally favorable response.
3. Publication of the West German Economic Report in the Daily Report was discontinued when it was discovered that the needs of the three major consumers could be supplied by teletype copies.
4. The Communist press scrutiny unit of the Austrian Bureau prepared several very useful reports during the past month, including a comparative survey of TRYBUNA LUDU and BORBA, a review of the contents of the new Soviet periodical AGITATOR, and an extensive report on the contents of the Polish periodical PO PROSTU.
5. The US Delegation to the London Conference on Disarmament was furnished by the London Bureau a Daily Roundup on the Conference and a copy of the Soviet and East European Commentary List. Headquarters supplied relevant weekly excerpts from current Headquarters publications.
6. Daily Report Supplements included full texts of Ulbricht's report to the 30th Plenum of the Central Committee of SED and of Chou-En-lai's speech before the National Assembly of the Chinese Communist Party People's Consultative Congress.

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7. The final phase of the Okinawa housing construction program is approximately 94% complete.

EDITORIAL

1. General

a. Daily Report editors frequently use press transmission summaries to clarify passages texted from a voice broadcast. Editors in the field are reminded that these press summations can be of even greater value there, since the monitor or editor can use them to supply words or phrases unintelligible in the more comprehensive text. London's translation of the recent Czech Central Committee decision on the nation's economy, for example, could have been considerably improved if use had been made of the CTK press summary which was available at the time the voice-cast version was filed.

b. One bureau recently advised that the Editorial Comment section of the Letter of Instruction was being adapted to the use of bureau editors by incorporation by categories into a loose-leaf manual. It is suggested other bureaus consider this or other effective means of cataloguing this comment for ready reference.

c. London Bureau practice of filing FYI's indicating intention to file corrections or retranslations of items processed from inferior reception should be generalized.

d. Correction of an economic abstract or brief should be filed as a complete item and slugged "Correction."

2. London Bureau

a. The following abbreviations noticed in bureau copy recently should not be used: C.P. for Communist Party; AUCTU for All-Union Council of Trade Unions.

b. The following are reminders on titles: Secretary of State Dulles, not State Secretary; Senate Foreign Relations Committee and House Foreign Affairs Committee (these are sometimes reversed); use Prime Minister, not Premier for Britain and all Commonwealth nations.

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3. Mediterranean Bureau

The Bureau's prompt filing of the Bulgarian Assembly proceedings is appreciated. The lengthy speech by Anton Yugov was published in the Daily Report the day following its broadcast.

4. German Bureau

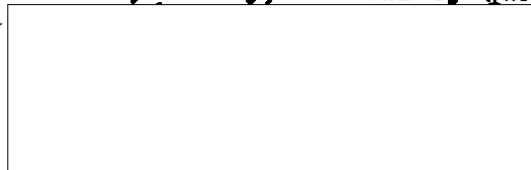
The Bureau has recently been in the practice of sending briefs in several takes using pick-up words and adds. Since this has no apparent advantages, but has certain disadvantages in distribution, the bureau is urged to sign off each compilation of such items filed as a single message.

5. Okinawa, West Coast, and Tokyo Bureaus

The Bureaus will be interested to know that an important consumer has expressed considerable interest in the ideological lecture series broadcast twice weekly by Radio Peking. Although each lecture in the series may not be published in the Daily Report, those which are omitted are being delivered directly to the consumer. The added efforts of all monitors and editors in this regard are much appreciated.

6. Saigon Bureau

Press scrutiny items have on occasion been inadequately identified. When processing speeches from this source, editors should whenever possible give, in addition to the name of the author, his position, the date, occasion and place of the speech. Articles, editorials, and letters from readers should also be fully identified, and their titles, if any, set off by quotation marks.



ROGER G. SEELY

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21 March 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Chief, FBIS
SUBJECT: Letter of Instruction - Part II

GENERAL

1. A U.S. Marine guard of five men has been detailed to the Mediterranean Bureau. It will be housed in FBIS-leased quarters and supported administratively by the Consulate in Nicosia.
(Confidential)

2. Radio Propaganda Reports issued during the month included some observations on Radio Volga broadcasts to Soviet troops and a report on a Polish cultural publication's attack on anti-Semitism.
(Confidential)

3. Arrangements were made for the dissemination of selected RPB material on the "B" Wire as a service to consumers when normal reproduction and distribution processes might inordinately delay the publication of timely information. Summaries of Radio Propaganda Reports on topics of immediate interest will be run on the Wire with classified inferences or conclusions excised. The first two such wire FYI's called attention to Soviet exploitation of the purported Nelson Rockefeller letter on U.S. aid and to a marked increase in Soviet radio appeals to Middle Eastern Moslems.

ADMINISTRATION: (Unclassified)

1. Bureaus are requested to check billings closely before issuing payment vouchers. Common mistakes in typing, arithmetic, address, etc., result in time-consuming explanatory letters to and from the Bureau. In addition, Bureaus are requested to furnish the Fiscal Division copies of wires or correspondence to and from Headquarters as well as any relating bureau correspondence, contracts, agreements, leases, etc., which support vouchers.

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2. Overseas Bureaus are reminded that payroll information cannot be written by Headquarters until the employee receives his final check (two weeks following payroll cut-off date). In cases of extreme delays the information will be teletyped, but this practice may not be regarded as standard procedure.

3. Field supervisors should note that Section E in Career Service Outlines prepared by the employee should not be filled in or signed, but left for headquarters completion.

4. The following issuances have not previously been reported:

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PERSONNEL CHANGES

1. Personnel Entering on Duty:

Assignment:

Editor
Editorial Br.

50X1

Monitor
ECB

Editor
ECB

Teletypist
ECB

Teletypist
ECB

2. Reassignments Within FBIS:

From:

Editor
WCB

Editor
Editorial Br.

Elec. Tech.
ECB

To:

Editor
Editorial Br.

Editor
WCB

Elec. Tech.
Saigon Bur.

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Teletypist
Editorial Br.

Clerk
Okinawa Bur.

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3. Separations From FBIS:



From:

Teletypist
Editorial Br.

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Elec. Eng.
ECB

Monitor
ECB

50X1



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